

START

October 10, 1989

Meeting Minutes Transmittal/Approval

Unit Managers' Meeting: 1100-EM-1 Operable Unit

450 Hills Street, Room 46, Richland, WA

September 13, 1989

From/ Appvl. Robert K. Stewart Date: 10/10/89
 Robert K. Stewart, 1100-EM-1 Unit Manager, DOE-RL

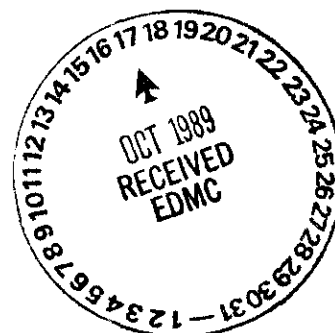
Appvl.: Paul T. Day Date: 10/12/89
 Paul T. Day, Project Manager & Acting 1100-EM-1 Unit Manager, EPA

Appvl.: Approval per telcon to RKS 10/2/89 Date 10/2/89
 Larry Goldstein, 1100-EM-1 Unit Manager, WA Department of Ecology

To: Chuck Cline, WDOE
 Ward Staubitz, USGS
 Mike Thompson, DOE-RL (A6-95)
 Jerry Chiaramonte, SWEC/IT (A4-35)
 Jack Waite, WHC (H4-52)
 Tom Wintczak, WHC (H4-17)
 Mel Adams, WHC (H4-55)
 Rick McCain, WHC (H4-55)
 Roy Gephart, PNL (K6-97)
 Brian Sprouse, WHC (H4-51)
 Mark Musolf, WHC (B3-26)
 Bill Price, WHC (S0-03)
 Steven Clark, WHC (L4-92)
 Donna Lacombe, PRC
 Emily Pimentel, PRC
 Doug Sherwood, EPA
 ADMINISTRATIVE RECORD (1100-EM-1) [Care of Susan Wray, WHC (H4-51C)]

cc. Ronald D. Izatt (A6-95)
 Director, DOE-RL, ERD
 Elizabeth A. Bracken (A6-95)
 Chief, Policy and
 Permits Br., DOE-RL, ERD
 Roger D. Freeberg (A6-95)
 Chief, Rstr. Br., DOE-RL/ERD
 H. E. (Hank) McGuire (H4-51)
 Mgr., Reg. Compli., WHC
 Richard D. Wojtasek (H4-17)
 Prgm. Mgr. WHC

Meeting Minutes are attached. Minutes are comprised of the following:
 Attachment #1 - Meeting Summary/Summary of Commitments and Agreements;
 Attachment #2 - Statused Schedule; Attachment # 3 - Agenda for the Meeting;
 Attachment #4 - Attendance List; and Attachment #5 - Operable Unit
 Commitments/Agreements Status List.



Attachment #1

Meeting Summary and Summary of Commitments and Agreements

1100-EM-1 Operable Unit Managers Meeting

September 13, 1989, 450 Hills Street, Room 46

Meeting Summary

1. Status of Action Items from the August 16, 1989 UM Meeting was given by Steve Clark. Status is shown in Attachment #5.
2. Work Plan - Copies of work plan pages which were revised as a result of changes requested by EPA/Ecology were submitted to EPA and Ecology as handouts (formal transmittal). These pages, although transmitted now to EPA and Ecology, had already been inserted into work plan copies which were sent to the Administrative Record and public repositories.
3. RI/FS schedule - Rick McCain discussed schedule status. The statused schedule in Timeline format is given in Attachment #2. The current status shows about a two week slippage in the overall schedule as a result of a late start in drilling the ground water monitoring wells. This is indicated in the diagram by the offset in actual (top bar # or X sign) versus planned (bottom bar * sign). Because of the scheduling dependencies, this 2 week slippage displaces each task out to the end of the schedule, since no consideration is given, at this stage, to the possibility of completing some of the later tasks in less time than planned.
4. Work progress - Rick McCain and Steve Clark reported work progress. Baseline maps have been received, the geophysical survey work is complete, soil gas data are being reviewed, and shallow vadose holes have been drilled. Drilling of the deep vadose holes at the 1100-2 site will start today. Installation of ground water monitoring wells will start today at the Horn Rapids Landfill.
5. Other issues:
 - o EII Manual progress - Work on revising the manual is progressing well and is on schedule. (See Item 1 below)
 - o Revision of work plans - The need to define a process for revising work plans was discussed. (See Item 2 below)
 - o Target date changes - An issue was discussed regarding procedures for revising Tri-Party Agreement target dates. This issue is to be raised to the project manager level (refer to Action Item 11EM1.18).
 - o Data reporting - Implementation of Section 101 of the Tri-Party Agreement (data reporting) was discussed. (See Item 3 below)

Summary of Commitments and Agreements

1. EPA Ecology requested information regarding the additional procedures/manuals which are being prepared and cleared.

Action # 11EM1.20: WHC (Tom Wintczak) will provide a list of procedures/manuals which are being prepared/cleared since those referenced in the approved work plan.

2. A process for change control of work plan revisions needs to be developed and implemented. There are several levels of changes which range from minor (e.g. taking additional samples) to major restructuring of the program.

Action # 11EM1.21: The issue of developing a work plan change process is to be discussed at the October Project Managers Meeting. WHC (Tom Wintczak) is to provide examples of the different levels of changes for review by the Project Managers.

3. Section 101 of the Tri-Party Agreement requires reporting of data collected from site investigations within specified time periods. Detailed procedures for implementation of this requirement need to be developed which address issues such as level of detail required, data format, timing of submittals, lab turnaround time, access to HEIS, etc.

Action # 11EM1.22: 1. The issue of implementation of Paragraph 101 of the TPA will be addressed by the project managers at their October meeting. WHC (Tom Wintczak) is to prepare an issue paper within two weeks which identifies the specific questions which must be responded to by EPA/Ecology to better understand the broader issues associated with data collection and data reporting. This paper will also identify questions on broader issues (e.g. HEIS, lab availability) which need to be addressed at a later date.

2. Pending the outcome of discussions by the project managers, WHC is to expand the issue paper to address the broader issues which were identified.

Attachment 3

Unit Manager's Meeting Agenda

1100-EM-1 OU

September 13, 1989

9:00 - 12:00 AM

RM 46, 450 Hills Street

Introduction:

Status:

Work Plan

Remedial Investigation

Schedule

Issues:

Progress on EII Manual

Other Topics:

Revision of work plans after approval

Definition of Target Dates

Data Reporting

Agreements and Commitments

Attachment #4
Attendance List
1100-EM-1 Unit Managers Meeting
September 13, 1989

Name	Organization	1100-EM-1 Responsibility	Phone
R.K. Stewart	DOE-RL/ERD	Unit Manager	509-376-6192
P.T. Day	EPA	Unit Manager	509-376-6623
L. Goldstein	WDOE	Unit Manager	206-438-7018
K.M. Thompson	DOE-RL/ERD	Hydrology	509-376-6421
G.R. Chiaramonte	SWEC/IT	GSSC for DOE/RL	509-376-7829
D.A. Myers	SWEC/IT	GSSC for DOE/RL	509-376-0969
R.G. McCain	WHC	RI Coordinator	509-376-0777
T.M. Wintczak	WHC	Contractor Representative	509-376-0902
C.S. Cline	WDOE	Hydrogeologist	206-438-7556
S.W. Clark	WHC	RI Coordinator	509-376-1513
W. Staubitz	USGS	EPA Consultant	206-593-6510
E. Pimentel	PRC	EPA Consultant	415-543-4880
D. Lacombe	PRC	EPA Consultant	505-662-3822
G. Ballentine	PRC	EPA Consultant	415-543-4880
D. Sherwood	EPA		509-376-9529

Attachment #5

Commitments/Agreements Status List

1100-EM-1 Operable Unit

September 13, 1989

Item No.	Action	Status
11EM1.2	1. DOE/WHC to investigate circumstances of disposals and make recommendation to EPA on disposition of 1100-2 and 1100-3 (CERCLA vs RCRA)	Open, still investigating [Note: Part 2 of this action item was developed at the August 16 UM meeting; See Attachment 1]
	2. R. Mc Cain/T. Wintczak - Pursue options with WHC's regulatory analysis group on CERCLA vs RCRA for 1100-2, 1100-3	Will be reported at the October UM meeting
11EM1.8	Agency comments on the work plan - EPA requested that formal responses be documented for the second set of agency comments on the work plan.	Closed Formal responses were transmitted to EPA/Ecology via letter dated 8/22/89.
11EM1.16	R. Mc Cain - Revise Table 5-1, Page 5-2 of the work plan to eliminate references to internal WHC documents	Closed Pages revised and distributed in transmittal of revised work plan dated 8/89, except for copies to Paul Day and Larry Goldstein. Revised pages submitted to them via 9/12/89 DSI from RKS at the 9/13/89 UM meeting.
11EM1.17	EPA to notify DOE of acceptability of revised work plan and work plan schedule by August 18, 1989.	Closed Letter conditionally approving work plan transmitted by EPA on 8/18/89

